



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Venue, Meals and Accommodation**. Details of the procurement are as follows:

Name of Project	Venue, Meals and Accommodation for the 2018 CPBI & IOSPBI Machine Processing Task Force Training
Solicitation	PR-NCS03-19-04-00001
Location	Metro Manila
Brief Description	Venue, Meals and Accommodation for the 2018 CPBI & IOSPBI Machine Processing Task Force Training on 06 to 10 May 2019
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 625,000.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on April 22, 2019 personally at the **General Services Division, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

DAISY S. ADLAWAN
Officer-In-Charge
General Services Division

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

**PHILIPPINE STATISTICS AUTHORITY
REQUEST FOR QUOTATION**

Fax no.: 374-82-83/ 374-82-62

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Venue, Meals and Accommodation for the 2018 CPBI & IOSPBI Machine Processing Task Force Training on 06 to 10 May 2019 Venue with 1 Function Room <ul style="list-style-type: none"> Spacious function/training room with sound proof and bright lights (that can accommodate more than 50 persons) Adequate audio system With 2 projectors, with 2 separate screens, microphones (at least 3), extension cord, etc. With large whiteboard and markers With stable/ very strong internet connection with at least 25 mbps Bandwidth (WIFI access) Free charge of electricity for computers, laptops and other electronic gadgets With daily supply of stationary paper, pen or pencil No blocking pillars and columns Other Requirements: <ul style="list-style-type: none"> Free welcome streamer Must obtain at least 95% of the factor value rating Not near casinos/ pleasure districts, no traffic noise Send bill arrangement Room Accommodation with Complimentary buffet breakfast at the Hotel's Restaurant <ul style="list-style-type: none"> Twin sharing, Triple sharing and Quadruple sharing if 2 bedroom suite With free WIFI access Provision of free bottled water and toiletries Meals includes AM snack, Lunch managed Buffet, PM snack, and Dinner managed Buffet (from May 6 to 10) 20 Participants (from field offices & CO secretariat) Check-in: May 05, 2019 (includes dinner) Check-out: May 11, 2019 (includes breakfast) 30 Participants from Central Office Check-in: May 06, 2019 Check-out: May 10, 2019 Within Metro Manila	Pax	50	₱ _____			
				Total amount in words: _____ _____ _____ _____		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No. _____

Date: _____